



GRANTS BUDGET REVIEW COMMITTEE
MINUTES

March 8, 2012
12:00 p.m. - 2:00 p.m.
Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 204
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on March 8, 2012 at the ADDPC, 1740 West Adams, Suite 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair John Black John Eckhardt, Teleconference Tim Martin

Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager Michael Leyva, Contracts/Grants Coordinator Dara Johnson, AHCCCS, Guest	
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A. Call to Order:

Susie Cannata welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Grants/Budget standing committee meeting. Meeting was called to order at 12:10 p.m.

B. Minutes Review

The January 27, 2012 minutes were reviewed.

- Motion by Tim Martin to approve the minutes.
- Motion was seconded by John Black.
- Motion carried.

C. AHCCCS Proposal – Work Incentive Information Network (WIIN)

Dara Johnson, Program Development Officer with AHCCCS, was invited to attend the committee meeting to discuss the Work Incentive Information Network (WIIN) proposal. If

approved by the Council, WIIN will support a systems change that will serve to increase the employment rate of individuals with disabilities by creating a system of service professionals who are sharing the same messages and resources to individuals with developmental and other disabilities about employment.

The budget requested for year one is \$102,532 and for year two is \$97,414. The primary costs would be in Personnel to cover the costs for the WIIN Trainer/Coordinator, and the Information/Referral Specialist. Other costs include fringe benefits, travel and operating expenses. The 25% match requirement has been identified from non-federal sources from AHCCCS, and a grant to ABIL from the Valley of the Sun United Way. If approved, the Council will enter in an Interagency Service Agreement with AHCCCS.

Committee members asked several questions regarding the particulars of the proposal. Another important point raised is for Employment Committee would be better suited to review and vote on this proposal. Various opinions were offered in response however, the committee decided to pursue a motion.

- Motion by John Black to accept the WIIN proposal by AHCCCS, for one year funding; and to recommend it to the full Council or Executive Committee for approval.
- Motion was seconded by John Eckhardt.
- Susie Cannata abstained from voting.
- Motion carried.

D. AHCCCS Proposal – Untapped Arizona

Dara Johnson from AHCCCS presented a second proposal for consideration by the Committee. The Untapped Arizona proposal is to support an executive director, as an uncovered position, that would be hired and housed at the AZ Department of Economic Security (DES), Division of Employment Administration. Their primary responsibility is to oversee the development of the non-profit organization [501(c) 3] that will focus on being self-sustaining, develop an advisory board and strategic plan that will lead to the development of new and innovative activities to increase individual employment outcomes.

The budget requested for year one is \$109,600 and for year two is \$107,700. The primary costs would be in Personnel to cover the costs for the Executive Director position for two years. Other costs include the fringe benefits, travel and operating expenses. Match dollars would be identified from the non-federal dollars from AHCCCS; however, the total 25% match has not been identified in this proposal for the full two years. If approved, the Council will enter into three-party Interagency Service Agreement with AHCCCS and DES.

The Committee members asked several questions regarding the particulars of the proposal. Various concerns were discussed including the funding of a DES position as the best option, if funding the non-profit was a better avenue to pursue and what the ultimate outcomes are. As with the other AHCCCS proposal, the other main concern is for the new Employment Committee to review this proposal as it would be under their purview. The Chairperson stated she would abstain from voting due to this primary concern.

- Motion by John Black to table this proposal.
- Motion was seconded by Tim Martin.
- Motion carried.

E. Emergency Preparedness White Paper Concept

Larry Clausen stated that he has been working with Ed Myers with the Arizona Disability Law Center, and the representatives from the Arizona Department of Health Services to finalize a draft White Paper Concept for Council discussion and approval. At this time the committee will table this agenda item.

F. Grant Writing Workshops Proposal by Pima Prevention Partnership (PPP)

Larry Clausen discussed the proposal by Pima Prevention Partnership to conduct grant writing workshops in a varied format from last year. Three, two-day workshops are being proposed to a target group that needs more intensive one-to-one grant writing training. The expected outcome is for participants to be better prepared and to apply for grant funding from the Council.

The varied format is including a second day of workshop that will offer more interaction with each other and the trainers, and participants will have the opportunity to write various sections of a grant application for feedback on strengths and weakness from the trainers. The sites for the workshops have not been identified, but NAU/IHD is assisting PPP to find sites that are offer computer lab rooms for free or a minimum cost.

Committee members discussed the need to cover transportation costs for those seeking to attend the training but have limited transportation means. They asked if the PPP would be able to incorporate in their proposal and budget stipends for cover the costs of transportation for those that have a hardship; and for the full proposal not exceed \$40,000.

The other budget concern that will be discussed with PPP is the removal of their indirect cost rate of 47.0%. In addition, the Council will not seek a 10% match towards the total program costs.

- Motion by to approve the proposal by Pima Prevention Partnership at a cost not to exceed \$40,000.
- Motion was seconded by John Black.
- Motion carried.

G. RFGA for Conference Sponsorships

Marcella Crane, Contracts Manager, discussed the draft Request for Grant Application for Conference Sponsorships. This solicitation is for various organizations that are seeking financial support from the Council. Applicants can request a maximum of \$10,000 to support their conference expenses, including costs for speakers' fees, conference site, printed materials, and transportation costs. Unallowable costs include lobbying, fund raising, entertainment costs, and advertising and public relation costs. The entire amount available to award is \$100,000.

The ADDPC is making this solicitation available to support such conferences, workshops or symposiums which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, stakeholders and other professionals.

If successful in awarding the full amount of dollars, the Council may consider having the solicitation available twice a year to support conference sponsorships. In addition, by doing a competitive solicitation process, it will formalize the process for an evaluation committee to select those that best meet the Council's mission and support for the Council's five year state plan.

- Motion by John Black to approve the RFGA for Conference Sponsorships.
- Motion was seconded by Tim Martin.
- Motion carried.

H. 2012 Grant Renewal Schedule

Marcella Crane, Contracts Manager, discussed the upcoming schedule for current grantees to apply for continued funding. Per the ADDPC Grants and Procurement Management Policies and Procedures, grantees are to be notified of the grant renewal process 90 days before the end of their contract period. All grantees are not guaranteed funding and the standing committees will review each renewal application based on previous outcome performance. The full Council will make final determination, based on committee review.

The following grantees will be applying for third year funding: Pilot Parents of Southern Arizona; Native American Disability Law Center; University of Arizona – Sonoran UCEDD. If approved by the Council, contracts will be in place for one year starting July 1, 2012 – June 30, 2013.

The University of Arizona, Sonoran UCEDD Project SEARCH will be applying for their third year funding during the summer and if approved by the Council will have a one year contract starting October 1, 2012 – September 30, 2013.

The following grantees will be applying for second year funding: Southwest Institute for Families; Special Olympics Arizona; Pilot Parents of Southern Arizona. If approved by the Council, contracts will be in place for 9 months starting October 1, 2012 – June 30, 2013.

- Motion by John Black to accept the Grant Renewal Application Timeline.
- Motion was seconded by Susie Cannata.
- Tim Martin abstained from voting.
- Motion carried.

I. Next Committee Meeting

No further meeting date was determined at this time.

J. Adjourn

- The meeting concluded and was adjourned at 1:35 p.m.